



REIGATE ST MARY'S  
PREPARATORY AND CHOIR SCHOOL

IAPS co-educational day school, 3 - 11

Appointment of

**Part Time  
Early Years Classroom Assistant**

Required from September 2017



## REIGATE ST MARY'S PREPARATORY AND CHOIR SCHOOL

Reigate St Mary's is an independent day school for approximately 350 boys and girls aged from rising 3 years to 11 years. It was formed in 1950 by the merger of the preparatory department of Reigate Grammar School and the choristers of St Mary's Church. In 2003, the school returned to its former status as the nursery and junior department of Reigate Grammar School.

The school is set in 15 acres of beautiful parkland and sports fields in the centre of Reigate, a pleasant market town in Surrey. Proximity to Gatwick airport, the M25 and rail links to London make this a popular area for parents with young families.

Reigate St Mary's is one of a small number of schools with a traditional choir of boys and lay clerks led by the school Head of Choral Music. The RGS Godfrey Searle Choir sings regularly in school and church services, and performs in concerts throughout the UK and Europe, with music from the 15th to the 21st centuries and texts in several languages. The Godfrey Searle Choir Trust offers a choral scholarship to each chorister which can be subsequently transferred to Reigate Grammar School.

The majority of pupils leave the school at age eleven and transfer to Reigate Grammar School, however, a small number each year move on to other senior College schools which have included Box Hill School, Hurstpierpoint College, Worth School and Ardingly College.

The school is non-denominational, but is based on Christian values, and all pupils in the Upper School attend church services twice each week. Music, sport and drama play an important part in the life of the school.

The school buildings consist of the original house (Sunnyside), a Kindergarten and Technology building, and Beech House a 10 classroom building with full sized and equipped sports hall.

Further details of the school can be found by visiting our website:

**[www.reigatestmayrs.org](http://www.reigatestmayrs.org)**

# Part Time Early Years Classroom Assistant

## 1. General

Reigate St. Mary's Preparatory and Choir School (RSM) is the junior school of Reigate Grammar School (RGS), a charity and a company limited by guarantee. The two schools are managed separately but are part of the same company under one Board of Governors.

## 2. Governance and Management

The Head of RSM is given considerable autonomy in the day-to-day running of RSM, but reports to the Head of RGS and the Bursar of RSM reports to the Bursar of RGS regarding major changes of policy, financial matters, staff appointments and disciplinary matters, health and safety.

## 3. Job description

The main responsibilities will include:

To support the Green Shoots and Kindergarten form teachers in delivering welfare and curriculum requirements, to include:

- Helping to maintain a safe, tidy, attractive and appropriate learning environment both inside and outdoors.
- Assisting children with day to day activities and needs, such as food and hygiene.
- Contributing to the planning, assessment and teaching of the Early Years Curriculum.
- Preparing resources for lessons and activities as well as setting up the classroom.
- To work with the teacher to deliver a child centred approach to teaching and learning, providing both adult-led and child-initiated play.
- To support the key workers in compiling and maintaining records, observations, assessments and learning journeys.
- To work closely and co-operatively with the EYFS staff with a commitment to work as part of a team.
- To commit to keeping up to date with changes in the curriculum and developments in best practice and undertake appropriate CPD.
- To supervise early classes, breaks and lunch times as part of the rota.
- To participate in any other duties that relate to the well-being of the class.

## 4. The person

The successful candidate will have, or be able to demonstrate, the majority of the following:

### *Qualifications/skills*

- educated to an appropriate level. Minimum Level 3, in a recognised Early Years Qualification, is required;
- excellent communication skills with the ability to communicate sensitively and effectively with a variety of audiences, especially parents and carers.
- good IT skills.

### *Qualities*

- warmth and sensitivity, enthusiasm, efficiency, flexibility, a sense of humour, ability to work under pressure;
- the ability to work as part of a team;
- the desire to deliver best practice;
- high expectations and standards.

### *Personal*

- the ability to provide support, care and education of a consistently high standard;
- in sympathy with the school's Christian ethos;
- a willingness to take part in the broader life of the school.

Above all, the successful candidate must be highly motivated and passionate about learning for each and every child.

The Senior Management Team and Head of Early Years have strong vision and a commitment to deliver outstanding provision, so a desire to be part of the team involved in driving forward the exciting plans we have is essential.

Although a day school, occasional activities happen in the evenings and at weekends, and the successful candidate will be expected to attend some of these events.

## **5. Terms and Conditions**

- The post is part time, term time only.
- Hours of work are 28.5 per week. Monday 8.15am-1.45pm Tuesday, Wednesday, Thursday and Friday 8.15am to 2.00pm.
- Employees are entitled to join the Schools' defined contributions pension scheme.
- Successful applicants will be vetted by the Disclosure and Barring Services and will be required to complete an Online Pre-Placement Medical Questionnaire.
- The school has a strict no smoking policy.

## **7. Salary**

- Non-teaching staff at Reigate Grammar School are remunerated according to their own salary scale.
- The salary for this position will be commensurate upon qualifications and experience.
- A cost of living salary review will be held every April.

## **8. Child Protection**

Reigate Grammar School and Reigate St. Mary's are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. All applicants should read the school's Child Safeguarding Policy, Safeguarding Children, Protecting Staff Policy and Keeping Children Safe in Education Document, which are available on the Reigate Grammar School and Reigate St Mary's websites ([www.reigategrammar.org](http://www.reigategrammar.org) or [www.reigatestmarys.org](http://www.reigatestmarys.org)), and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people. Enhanced disclosures from the Disclosure & Barring Service will be sought on all successful applicants. Full details are given on the application form.

## **7. Applications**

Applicants are asked to complete the Support Application Form and Supplementary Information Form available on the school website and send them with a supporting statement to the Headmaster by Monday 12 June 2017.

Applications should be addressed to the Headmaster and sent (by letter or by e-mail) to the address below.

Mrs Dawn Holmes  
Human Resources Manager  
Reigate Grammar School  
Reigate Road  
Reigate  
RH2 0QS

Tel: 01737 222231  
Fax: 01737 217005  
e-mail: [hr@reigategrammar.org](mailto:hr@reigategrammar.org)

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**Reigate Grammar School is an equal opportunities employer and welcomes applications from appropriately qualified persons regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment.**